



Effective date September 9, 2010

Approved by Capital Region Board

SIGNING AUTHORITIES

PURPOSE

To provide proper signing authority to Capital Region Board officials.

POLICY

Capital Region Board (CRB) shall delegate signing authority to the Chair (Interim Chair) and the Chief Executive Officer.

GUIDELINES

1. Every cheque under \$10,000 issued by the Capital Region Board will require two signatures, both CRB administration with approved signing authority.
2. Every cheque of \$10,000 or greater issued by the Capital Region Board will require two signatures, both the Chair (Interim Chair) and the Chief Executive Officer.
3. All other legal documents will require one signature, either the Chair (Interim Chair) or the Chief Executive Officer.
4. In the absence of the Chair (Interim Chair), the Vice-Chair (Vice Interim Chair) shall be authorized to sign.
5. In the absence of the Chief Executive Officer, the Acting Chief Executive Officer shall be authorized to sign.
6. Every cheque payable to Chief Executive Officer will require a signature from the Chair/Interim Chair or in his/her absence, by the Vice-Chair/Interim Vice-Chair.
7. Every cheque payable to the Chair must be signed by the Vice-Chair
8. All policies and terms of reference, once approved, shall be signed by the Board Chair.

Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
October 28, 2015	Updated	Added double signature for amount under \$10,000
December 18, 2015	Amend	GPF amendment, Vice chair must sign cheques payable to chair
February 11, 2016	Approved	Approved by CRB